

VENDOR QUESTIONS and RESPONSES for DRS RFP 03-603

1. Can a site visit be arranged to review the film, document types and location of index data on the documents?

DRS Response: Yes, upon request and if time permits.

2. Can a copy of each form type be provided as an example, with the location of the index data clearly defined?

DRS Response: Not for all the historical variations. Upon request, a set of forms can be provided, which includes examples of some earlier variations.

3. Does the DRS use standard form types and have those forms changed over the years?

DRS Response: The program has had two names: Committee for Deferred Compensation (CDC) and Deferred Compensation Program (DCP). Standard forms were used but format changes, mostly minor, have occurred over the years. Form titles, general format and use have all remained reasonably constant.

4. What is the System ID and where can it be found?

DRS Response: Text prominent at the top of most documents denotes which of two systems is involved. The text of either "Deferred Compensation Program" and "DCP" or "Committee for Deferred Compensation" and "CDC" designates DCP as the system. The text of "Judicial Retirement Account" and "JRA" designates JRA as the system. JRA documents will constitute less than 5% of the documents. Because of form revisions over time, text is not always the same font or located in exactly the same physical space, even within system and document type.

5. Were all of the documents for an individual filmed together?

DRS Response: No. These documents were filmed monthly, over the past 18 years.

6. How many levels of blipping are available, is it consistent through all rolls and what does each level represent?

DRS Response: Use of blipping is not consistent over time. Not present in earliest rolls but present in about the last 200 rolls. We believe blipping is limited to document separation.

7. Are the form types identified by a typed form number or by a typed title or both?

DRS Response: Text title. Some form numbers are present but are inconsistent even to the document type. Form type documents that do not match by "title" will

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be very low volume and are to be indexed under the "Historical Document" document type.

8. Is the document date handwritten, typed or stamped?

DRS Response: Usually a date stamp.

9. Is it possible to find more than one date on a document?

DRS Response: Yes. In most cases, the date required is a manual date stamp, usually at the bottom of the image but not always.

10. Is the date in the same position on the document relative to a form type?

DRS Response: No. See previous question and answer.

11. Does the DRS currently have a database or list which identifies valid SSN's or system ID's that can be used for data validation?

DRS Response: Yes, but not for all historical accounts. Vendor keying quality will be measured against what is on the document. DRS will be validating keyed SSN's with its business system and dealing with the unmatched accounts.

12. What document management system is currently in use at DRS?

DRS Response: eiStream ViewStar 5.1 using MS SQL 7.0

13. In what format is the index data to be delivered?

DRS Response: Indexes and images must be organized by film roll. One ANSI delimited text file per roll, containing all the document index entries would be preferred. Each entry would contain the required four document index vales. But vendors may propose other alternatives.

An example of an acceptable delimited text document index entry might be:
(:DOC((1 2 3)("123-45-6789" "DCP" "PARTICIPATION AGREEMENT"
"09/01/2000")))

where the corresponding images would be reflected as a number list of (1 2 3) and images would be named 1.tif, 2.tif and 3.tif.

14. Can the existing document management system accept 200dpi grayscale imagery or grayscale PDF, as the image quality is far superior?

DRS Response: DRS requires 200 DPI, black and white, single page TIFF Group 4 images to be delivered.

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15. Will the DRS accept a proposal with grayscale scanning as an alternate?

DRS Response: No.

16. Are multi-page documents to be submitted as multi-page tiff images?

DRS Response: DRS requires 200 DPI, black and white, single page TIFF Group 4 images to be delivered.

17. Was the RFP developed exclusively by DRS or was a vendor involved that will be submitting a proposal for this RFP?

DRS Response: DRS developed the RFP without assistance.

18. For the two document types that are not "clearly titled form type documents", will the indexer be required to read through the document looking for keywords? How are these to be identified and how often are they encountered?

DRS Response: Letters and correspondence addressed to DRS is to be indexed as "Incoming Correspondence" otherwise it is indexed as "Outgoing Correspondence."

19. What hours are available for on site labor?

DRS Response: Weekdays 7 a.m. to Midnight, excluding state holidays.

20. If the project is to be performed on site, is the DRS requiring scanning and indexing on site or just scanning?

DRS Response: "Onsite proposals" will require all phases of conversion being performed onsite.

21. Will the vendor be required to provide all software, workstations, servers and scanners necessary to complete the project or will the vendor have access to separate share on DRS servers and or workstations?

DRS Response: Vendor will be required to provide all software, workstations, servers and scanners necessary to complete the project. For an onsite conversion, DRS will provide a reasonable amount of floor space, power and possibly desks and chairs. Vendors should provide some parameters on the amount of space and number of workstations they intend to need in their "onsite" proposal.

22. Does the DRS want price per image or a fixed price? If fixed price, what if the roll count exceeds 260 or the average image count per roll exceeds 1900?

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DRS Response: Vendors should use their standard pricing methods. If vendors prefer proposing a price for TIFF conversion and a separate price for document indexing rather than a “per roll” price, that is acceptable. But all overhead costs such as transportation, storage media, administration, etc. needs to be reflected either separately or stated as being included as part of the per image/document costs provided. DRS needs the ability to establish a “total cost” for a given number of film rolls, images and documents.

23. Will the DRS require “black edge” removal?

DRS Response: Yes. Standard “black edge” or “black border” removal is required.